

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

823A - DRUGS & MEDICAL DEVICES DIVISION-ADMINISTRATION

1.1	4046	MEDIA CONTACT REPORTS & INFORMATION	3		3	O		O		PAPER, ELECTRONIC; PAPER RETAINED FOR ONE YEAR, THEN SCANNED ONTO CD AND DESTROYED. CD KEPT FOR TWO MORE YEARS
1.1	4054	PARTNERSHIP AGREEMENTS	AV		AV	O		O	X	PAPER, ELECTRONIC; PAPER IS RETAINED FOR 1 YEAR, THEN SCANNED ON CD AND DESTROYED. THE CD IS KEPT FOR THE REMAINDER OF THE RETENTION PERIOD AS NEEDED FOR REGULATORY ACTIVITIES AND REVIEW.
1.1	4055	INVESTIGATOR LOG BOOKS	AV		AV	O		O		PAPER, ELECTRONIC; PAPER RETAINED 1 YEAR, THEN SCANNED ON CD AND DESTROYED. THE CD IS KEPT AS LONG AS STILL ADMINISTRATIVELY VALUABLE. AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
1.1.006	5384	COMPLAINT FILES	AC+2		AC+2	O		P		AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	4927	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	O	X	PAPER & ELECTRONIC
1.1.008	716	GENERAL CORRESPONDENCE	1		1	O		O		PAPER, ELECTRONIC
1.1.010	4024	DIRECTIVES	US+1		US+1	O		O		PAPER, ELECTRONIC
1.1.014	4025	LEGAL OPINIONS & ADVICE	AV		AV	O	R	O		PAPER RETAINED 1 YEAR, THEN SCANNED TO CD AND DESTROYED. THE CD IS KEPT UNTIL NO LONGER ADMINISTRATIVELY VALUABLE. AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW. PAPER, ELECTRONIC
1.1.020	4930	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P		AC=DATE REQUEST IS FULFILLED
1.1.021	4026	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		O		PAPER, ELECTRONIC; AC=DENIAL OF REQUEST
1.1.023	4027	ORGANIZATIONAL CHARTS	US		US	O	A	O		PAPER, ELECTRONIC
1.1.025	4028	RULES & REGULATIONS	US+3		US+3	O	R	O	X	PAPER, ELECTRONIC
1.1.025	4906	POLICIES & PROCEDURES MANUALS	US+3		US+3	O	R	O	X	PAPER, ELECTRONIC

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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1.1.027	4030	PROPOSED LEGISLATION	AV	AV	O	O	PAPER, ELECTRONIC; PAPER RETAINED FOR 1 YEAR, THEN SCANNED ON CD AND DESTROYED. THE CD IS KEPT UNTIL END OF ITS ADMINISTRATIVE VALUE. AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
1.1.041	2758	SUGGESTIONS	1	1	O	P	
1.1.043	4036	TRAINING MATERIALS	US+1	US+1	O	O	PAPER & ELECTRONIC
1.1.055	4050	STRATEGIC PLANS	1+AC1+AC2+5	1+AC1+AC2+5	O	A O	PAPER, ELECTRONIC; AC1=DATE PAPER SCANNED TO OPTICAL DISK. AFTER SCANNING PAPER IS DESTROYED. AC2=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVAL REQUIREMENT MET BY SENDING COPIES TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM. THE OPTICAL DISK IS KEPT FOR THE REMAINDER OF THE RETENTION PERIOD.
1.1.057	713	TRANSITORY INFORMATION	AC	AC	O	O	PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	4038	MEETING MINUTES/NOTES - STAFF	1	1	O	O	PAPER, ELECTRONIC
1.1.065	4031	REPORTS, STUDIES & SURVEYS	AV	AV	O	O	PAPER, ELECTRONIC; PAPER KEPT 1 YEAR, THEN SCANNED ON CD AND DESTROYED. THE CD IS KEPT UNTIL IT HAS MET ITS ADMINISTRATIVE VALUE. AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
1.1.065	4033	REPORTS & PAPERS - CONFERENCE	AV	AV	O	O	PAPER, ELECTRONIC; PAPER RETAINED 1 YEAR, THEN SCANNED ON CD AND DESTROYED. THE CD IS KEPT UNTIL THE RECORDS' VALUE ADMINISTRATIVELY HAS BEEN REACHED. AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
1.2.005	4867	RECORDS RETENTION SCHEDULE	US	US	O	P	

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1.2.010	4868	RECORDS DISPOSITION LOGS	20		20	O	P		SEND TO RECORDS MANAGEMENT OFFICER WHEN COMPLETED; CONVENIENCE COPY
1.2.012	4893	RECORDS INVENTORY WORKSHEETS	US		US	O	P		
2.1	2993	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O	O		PAPER, ELECTRONIC
3.1.019	1975	PERFORMANCE JOURNALS	2		2	O	P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1976	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O	P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.037	4041	EMPLOYEE RECOGNITION RECORDS	AC+5		AC+5	O	O		AC=TERMINATION OF EMPLOYMENT; PAPER, ELECTRONIC
3.3.020	4045	WORK SCHEDULES/ASSIGNMENTS	1		1	O	O		PAPER, ELECTRONIC
3.3.023	4931	TRAVEL AUTHORIZATIONS	FE+3		FE+3	O	P		
5.1.015	866	CERTIFIED MAIL BOOKS	1		1	O	P		
5.2.014	4057	INVENTORY RECORDS	FE+3		FE+3	O	O		PAPER, ELECTRONIC

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